**Articles**

<https://glassmagazine.com/article/commercial/set-success-1717074>

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<https://glassmagazine.com/article/commercial/hiring-tips-navigate-labor-shortage-pitfalls-1614775>

**Onboarding Checklist**

*Editor’s Note: This information is a compilation of onboarding steps used by the National Glass Association, YKK AP America Inc., Brin Glass Co. and Viracon. It is intended to be used as a reference and adapted to individual company needs. It is advised that any company looking to implement formal onboarding steps consult a human resources expert or a lawyer.*

***Orientation***

Manufacturing orientation typically lasts one or two days. New hires receive all introductory company and human resources information, and are introduced to plant safety and their personal job role.

* Review benefits packet and presentation
* Review employee handbook
* Hand out badges
* Review policies and dress code
* Review facility information
* Hand out manager/employee checklist to review fundamental new things an employee should know
* Introduce the company (products, culture, history, etc.)
* Begin safety training
* Tour facilities
* Secure and file required tax/legal paperwork and forms
* Review HR and administration roles
* Setup employee in payroll system
* Explain onboarding and training process, including check-in discussions

***First two weeks***

* Review safety, environment standards (ongoing)
* Introduce the basics of glass
* Review and explain job description
* Discuss training process, expectations (ongoing)
* Pair new employee with experienced person/mentor to assist with training
* Schedule 30-60-90-day check-in discussions

*30-60-90-day check-in documentation outlines benchmark goals for an employee’s first three months at a company. It outlines expectations and provides guidance on training. The monthly check-in discussions assess each employee in areas of: quality of work, safety habits, advancement possibilities, attendance and behaviors.*

***First 30 days***

* Develop goals and priorities for each week
* Meet with new hire for first monthly check-in
* Deliver informal initial feedback
* Continue job-specific training

*Through the first few weeks, new hires receive hands-on and classroom training. If struggling, the new hire could receive one-on-one training, specific to problem areas.*

***First 60 days***

* Meet with new hire for second monthly check-in
* Deliver informal feedback
* Continue job specific training
* Verify employee is enrolled in benefits
* Revisit job description

***First 90 days***

* Meet with new hire for third monthly check-in
* Update goals and priorities
* Gather feedback on the onboarding and training process

*If the employee needs more specific job skills and training, assess and address those needs now. Consider extending this training period an additional 30 days.*

Need help with new hire paperwork? The National Glass Association and Glass Magazine have compiled a packet of basic onboarding forms and checklists that can easily be adapted to individual company’s needs, available as a digital download. In the packet, find:

* Employee Handbook Tips
* Interview Evaluation Form
* IT Onboarding Checklist
* New Hire Checklist
* Employment Reference Check
* New Employee Announcement Template